



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Associate Management Auditor or Research Program Specialist I

Monthly Salary: (AMA) \$4,619 - \$5,897 (RPSI) \$4,833 - \$5,897

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-XXXX-XXX

Refer to Job ID# J09-029

Final Filing Date: March 4, 2010

The Managed Risk Medical Insurance Board is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on this Job Opportunity Bulletin.

General Statement of Duties:

Under general direction, the incumbent serves as the Board's Audit Coordinator, Federal Coordinator, and Federal Compliance Officer. Develops and implements annual Audit Program for Healthy Families and Access for Infants and Mothers administrative vendor; ensures program compliance with federal policies, procedures, and practices; prepares factual reports for Executive Staff with recommendations based on studies and surveys; prepares manuals of audit procedures and provides guidance and direction to Board staff and contractors; researches legislation pertaining to federal compliance matters and revises procedures to conform; interviews and consults with department management and officers of other departments. Typical tasks of this position include assisting with preparation of Federal Quarterly Reports, assisting with preparation of Medical Loss Ratio review reports, reviewing organizational operations and internal/management controls, and reviewing organizational policies and procedures related to audits and Federal Compliance. Serve as the Board's Audit Coordinator to assure accurate and timely resolution to audit protocol issues.

Develop and implement the Board's Audit Program for the internal and external audit functions of the Board's administrative vendor contracts. Lead the Board's participation in the Audit Committee meetings for the Healthy Families and Access for Infants and Mothers Administrative Vendor, including Audit Subcommittee evaluations for the Healthy Families Program.

Coordinate responses for the annual Bureau of State Audits Single State Audit and federal audits by CMS and the Office of Inspector General. Prepare audit responses and proposes corrective action for audit findings. Verify the Board's compliance with corrective action plans. Serve as the Board's Federal Coordinator and Federal Compliance Officer to assure compliance with accounting and auditing requirements of the federal government. Act as primary liaison with the U.S. Centers for Medicare and Medicaid Services (CMS) on issues pertaining to fiscal operations and federal draws and expenditure reporting issues of the Board's Title XXI and High Risk Pool federal grants. Research and interpret State and federal fiscal and grant regulations for Board management. Serve as the Board's primary liaison on fiscal and federal coordination issues with other State agencies that also receive Title XXI federal funding: the Department of Health Care Services, the Department of Mental Health and the

California Children and Families Commission. Coordinate, review and submit required quarterly expenditure and statistical enrollment reports for the Board's three Title XXI State Children's Health Insurance Programs: Healthy Families, Access for Infants and Mothers and County Children's Health Insurance. Participate in development of California's Federal Annual Report. Review and approve the quarterly Cash Management Improvement Act reports for submission to the Department of Finance.

Lead and coordinate Healthy Families Medical Loss Reviews with contracted plans. Review loss ratio evaluations to ensure the accuracy of Medical Loss Ratios reported to the Board by plans. Review evaluations for reliability of plan payment systems. Recommend corrective action plan based on findings of evaluation. Assure plan compliance with corrective action plan. Draft plan correspondence. Provide management with regular updates on the overall level of compliance with contracted annual Medical Loss Ratio Levels.

Act as lead of Board teams involved in the review and resolution of system and/or data issues impacting compliance with federal reporting requirements and audit findings.

Essential Qualifications:

- * Strong knowledge of and ability to apply State and federal accounting principles and practices.
- * Excellent verbal and written communication skills.
- * Ability to analyze situations and take effective action using initiative, resourcefulness and good judgment.
- * Possess strong computer skills in MS Excel, Word, Access, and Outlook.

Other Expectations:

- * Ability to multi-task and meet tight deadlines.
- * Demonstrate a commitment to perform duties in a service-oriented manner.
- * Demonstrate the ability to work independently or as a member of a team.
- * Maintain good work habits and adheres to all policies and procedures.
- * Demonstrate a commitment to maintain a work environment free from discrimination and sexual harassment.

Who May Apply:

Individuals at the Associate Management Auditor or Research Program Specialist I level or who have list or reinstatement eligibility to these classifications may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In Section 12 of the application enter **Job ID# J09-029 and Position # 443-300-XXXX-XXX and the basis for appointment eligibility. Send to:**

Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: March 4, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

